

# **JOB DESCRIPTION**

## **San Diego County Office of Education**

### **Coordinator, School Counseling**

#### **Purpose Statement**

The job of Coordinator, Counseling, is done for the purpose/s of providing professional learning for all school counselors, providing professional development and technical assistance, providing information to others; and implementing and maintaining services within established guidelines and standards.

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#### **Essential Functions**

- Collaborates with others (e.g. district personnel, other district personnel, community organizations, etc.) for the purpose of implementing and maintaining services and/or programs.
- Identifies and responds to support needs for high school counselors for the purpose of improving achievements.
- Maintains a variety of manual and electronic files and/or records (e.g. budgetary, train the trainer model, grants, units of study, up-to-date standards, literacy files, etc.) for the purpose of providing up-to-date reference and complying with regulatory requirements and established guidelines.
- Monitors fund balances of assigned programs and related financial activity (e.g. grants, etc.) for the purpose of ensuring that expenses are within budget limits and/or fiscal practices are followed.
- Facilitates and participates in the facilitation of district/school groups to conduct transcript analysis and course access, prepares reports for the purpose of increasing course access and learning opportunities for all students.
- Facilitates and participates in meetings, workshops, trainings, and seminars (e.g. school counseling practices, etc.) for the purpose of conveying and/or gathering information required to perform functions.
- Prepares a variety of program-mandated reports for area of concentration (e.g. transcript analysis, job- alike networks, etc.) for the purpose of ensuring ongoing funding by complying with district and/or grant/program requirements.
- Presents information to District and Community groups (e.g. program offerings, funding status, participation levels, etc.) for the purpose of promoting program, gaining feedback and complying with established internal controls.
- Provides leadership and consultation in area of concentration (e.g. counseling, etc.) for the purpose of ensuring support and development of professional learning for county school districts.
- Researches, writes and presents grant information for the purpose of securing alternative funding.
- Collaborates with managers in Learning and Leadership Services and Student Support Services to support school counselors in districts.

#### **Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

## **Job Requirements: Minimum Qualifications**

### **Skills, Knowledge and Abilities**

SKILLS are required to: provide leadership in the administration of school counseling programs, utilize conflict resolution techniques; prepare and deliver effective professional development presentations; operate standard office equipment including pertinent software applications; planning and managing projects; and preparing and maintaining accurate records; applying curriculum and instructional techniques; comparing results; conducting meetings; counseling and mentoring employees; facilitating meetings.

KNOWLEDGE is required of current trends and best practices for providing comprehensive school counseling services at the elementary, middle, and high school levels; counseling theories and skills, group dynamics and small group processes; theories of child development, group and individual counseling techniques, conflict resolution techniques and community resources; issues relating to at-risk youth; methods of professional development instruction and training; practicing cultural competency while working collaboratively with diverse groups and individuals.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; routinely gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize specific, job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; setting priorities; building collaborative relationships; and working with constant interruptions; meeting deadlines and schedules; working as part of a team; working with detailed information/data.

### **Responsibility**

Responsibilities include: working under limited supervision following standardized practices and/or methods; directing other persons within a department, large work unit, and/or across several small work units; directing the use of budgeted funds within a work unit. Utilization of significant resources from other work units is sometimes required to perform the job's functions. There is a continual opportunity to impact the organization's services.

### **Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. The job is performed under minimal temperature variations.

**Experience:** Four (4) years of providing school counseling or school psychologist services; including two years as a site/district administrator or school counselor leadership role. Experience must include developing and delivering professional development for educators.

**Education:** Masters degree from a regionally accredited college or university, with major coursework in education, education administration, special education, educational counseling, or related field.

**Equivalency:** A combination of education and experience equivalent to a master's degree from a regionally accredited college or university, with major coursework in education,

education administration, special education, educational counseling, or related field, and four (4) years of providing school counseling or school psychologist services; including two years as a site/district administrator or school counselor/psychologist leadership role. Experience must include developing and delivering professional development for educators.

**Required Testing**

N/A

**Certificates**

Valid CA Administrative Services  
Credential

Valid CA Pupil Personnel Services  
Credential in School Counseling

Valid CA Driver's License

**Continuing Educ./Training**

As needed to maintain required certificates

**Clearances**

Criminal Justice Fingerprint/Background  
Clearance

Tuberculosis screening

Physical examination including drug screen

**FLSA Status:** Exempt

**Salary Grade:** Certificated Management, Grade 45

**SLT Approval Date:** October 11, 2016

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Approved:  \_\_\_\_\_

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